

# City of Medford Retirement System

## Passive Russell 1000 Value Index Manager

The City of Medford Retirement System is soliciting proposals from investment management firms to manage a passive Russell 1000 Value index product for the System's \$250 million, defined benefit pension fund. The System will invest approximately \$20 million with the selected manager.

Investment managers selected must have familiarity with and agree to comply (in writing) with Massachusetts G.L. Chapter 32 and Chapter 176 of the Acts of 2011 and all applicable investment guidelines administered by PERAC. In order to be considered, each firm's proposed product must meet the following minimum criteria: 1) The product must have assets under management of at least \$500 million, 2) Minimum track record of at least five years, 3) The product vehicle must be a pooled investment vehicle (mutual or commingled fund).

If you are interested in participating in the search, please complete the attached form in Appendix I and update eVestment through 1Q 2022 at [www.evestment.com](http://www.evestment.com). In addition, please provide NEPC with the following information:

1. A cover letter indicating your firm's interest in the search. Please include the vehicle and the fee schedule you are proposing for this mandate.
2. An email copy of all eVestment information at the firm and product level for the proposed strategy. Please clearly indicate the product type category in which you classify your product.
3. Completion of the following PERAC forms: vendor contact information form, vendor certification, vendor disclosures form and placement agent statement.
4. Please provide detail regarding your firm's cybersecurity policy.

To obtain details regarding the investment manager search, please visit the website of NEPC, LLC at [www.nepc.com/institutional/investment-managers/](http://www.nepc.com/institutional/investment-managers/). **All proposals must be submitted via email to [MedfordSearch@nepc.com](mailto:MedfordSearch@nepc.com) by 2:00 pm (EDT) on May 20, 2022.** No proposals will be accepted after this deadline. The subject line of your e-mail should also include reference to **Medford R1000 Value Search**.

Please follow all directions carefully! Any response that is not completed according to the enclosed instructions will be rejected. Thank you in advance for your participation in this search.